

Information Management

Serially Numbered Issuances (SNI)

**Joint Force Headquarters
Texas Military Department
Austin, Texas 78763-5218
1 June 2017**

UNCLASSIFIED

SUMMARY of CHANGE

Texas Military Department (TMD) PAM 6-02
Serially Numbered Issuances

This revision, dated 1 June 2017:

- o Changes publication name/number from JFTX Pamphlet 6-02 to TMD Pamphlet 6-02.
- o Changes publication title to Serially Numbered Issuances (SNI).
- o Adds Table 2-1, steps for processing component serially numbered issuances.
- o Adds Table 2-2 steps for processing TMD serially numbered issuances.
- o Changes figure 2-1 to SNI staffing process map.
- o Changes figure 2-2 to sample policy memorandum.
- o Adds figure 2-3 sample directive.
- o Adds figure 2-4 sample instruction.
- o Adds figure 2-5 sample TMD regulation.
- o Adds figure 2-6 sample TMD pamphlet.
- o Adds figure 2-7 sample Standard Operating Procedure (SOP).
- o Adds SNI staffing process flow chart (Figure 2-1).
- o Makes administrative changes (throughout).
- o Changes staffing procedures (throughout).

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Post Office Box 5218
Austin, Texas 78763-5218
1 June 2017

Texas Military Department
(TMD) Pamphlet 6-02

Information Management

SERIALLY NUMBERED ISSUANCES (SNI)

By Order of the Adjutant General:

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

Official
KATHERINE M. BROWN
CW4, AG, USA
Policy SIG



Summary. This pamphlet (PAM) updates procedures for the Texas Military Department (TMD) regarding the proper content, format, and control measures necessary for SNI.

Applicability. This pamphlet applies to all components of TMD. This pamphlet is not intended to limit a drafting authority's ability to create or modify the contents of an SNI. The numbering of SNIs excludes operation orders.

Management Control Process. This SNI pamphlet contains management control provisions for creating and editing SNIs

Proponent and Exception Authority. The proponent of this SNI pamphlet is the Strategic Initiatives Group (SIG). The SIG has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. Within the following pages, the "proponent" is the drafting authority of the SNI.

Supplementation. Supplementation of this publication on SNIs or establishment of command and local forms on SNI creation/editing is prohibited without prior approval from the Adjutant General (TAG), through the SIG, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this PAM on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Strategic Initiatives Group, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

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Glossary

Chapter 1

Introduction

1-1. Purpose

- a. An issuance is the action of supplying or distributing content, especially for official purposes, formally making something known.
- b. TMD uses SNIs listed in paragraph 2-3, “Types of SNI”, to establish policy, authorize, direct, delegate, reinforce, alter, or restrict courses of action, establish procedures, assign responsibilities and allocate resources.
- c. This PAM standardizes the effective communication of SNIs across TMD components. It describes the proper content, format and control measures necessary for SNIs. It establishes categories and types of SNIs, mandatory content, staffing process and signature authority.

1-2. References

See Appendix A.

1-3. Explanation of Abbreviations and Terms

See glossary.

1-4. Responsibilities

The SIG is the functional proponent and manager of the TMD’s SNI program.

Chapter 2

Procedural Information

2-1. General Policy

- a. An SNI is a means by which official policy, directives and guidance are communicated. Every SNI must contain a serial number assigned by the TMD policy officer/SIG. Any policy, directive, instruction or publication at TMD or component level, without a serial number is not considered an official SNI, this excludes administrative publications and operation orders.
- b. SNIs will not conflict with current administrative publications. These publications may only be changed as provided for in AR 25-30, DA Pam 25-40, AFI 33-360 or other legally controlling authority. An SNI used to supersede guidance within other correspondence will contain a reference to the previous SNI’s serial number.
- c. SNIs will expire after two years, unless rescinded or superseded.

- d. All component SNIs will be nested with TMD SNIs, state law or DoD Issuances.
- e. All SNIs will be published by SIG to the following url: <https://go.usa.gov/x5wXk>

2-2. Categories of SNIs. There are five component categories of SNIs.

- a. Texas Military Department (TMD). SNIs that apply to *multiple components* of TMD or the Office of the Executive Director. TMD SNIs are signed/approved by the Adjutant General (TAG) or Chief of Staff – TMD (CoS – TMD).
- b. Texas Army National Guard (TXARNG). SNIs that apply *only* to the TXARNG, including army personnel assigned to Domestic Operations Task Force (DOMOPS). TXARNG SNIs are signed/approved by Deputy Adjutant General (DAG) – Army or TXARNG Commander.
- c. Texas Air National Guard (TXANG). SNIs that apply *only* to the TXANG, including air personnel assigned to DOMOPS. For TXANG policy memorandums/instructions refer to AFI 33-360. TXANG SNIs are signed/approved by DAG – Air or TXANG Commander.
- d. Domestic Operations Task Force (DOMOPS). SNIs that apply *only* to Domestic Operations. DOMOPS SNIs are signed/approved by DOMOPS Commander.
- e. Texas State Guard (TXSG). SNIs that apply *only* to the TXSG. TXSG SNIs are signed/approved by TXSG Commander.

2-3. Types of SNIs.

- a. **Policy Memorandum.** An issuance that establishes left and right limits, it serves as a guideline, principle, or rule, used to regulate organizational affairs. Policy memorandums are used to communicate where the organization stands on an important issue. Policy memorandum examples include: Equal Opportunity (EO), Equal Opportunity Employment (EEO), Sexual Harassment/Assault Response and Prevention (SHARP), Open Door, and Alcohol and Drug Abuse. Policy memorandums will be formatted IAW figure 2-2 and Army Regulation (AR) 25-50. Policy memorandums will not exceed two pages. Failure to comply with policies may result in administrative and punitive actions.
- b. **Directive.** An issuance that establishes policies or programs, defines missions, directs actions, assigns responsibilities, allocates resources, or delegates authority. Directives contain no procedures. Directive examples include Transgender Implementation, Guidance for Manpower Management, and Army Physical Readiness Program. One-time tasking and assignments are not appropriate in directives. Directives will be formatted IAW figure 2-3 and will not exceed two pages. Failure to comply with directives may have administrative and punitive actions.

c. **Instruction.** An issuance that contains detailed guidance, prescribes the manner, specific plan or action for carrying out a policy or directive, operating a program or activity, and assigning responsibilities. The instruction will reference the issuance it supports, if applicable. Examples of instructions include: Voting Assistance Program, Display of the National Flag at Half-staff, Military Morale, Recreation, and Welfare (MWR) Programs. Instructions will be formatted IAW figure 2-4. Instructions are not limited to two pages.

d. **Publication.** An issuance that may implement or supplement directives and instructions by providing uniform procedures for management and disseminating administrative information. Publications include: standard operating procedures (SOP), catalogs, directories, guides, handbooks, philosophies, concepts, indexes, inventories, lists, manuals, modules, pamphlets, plans, and regulation. Publications will be formatted IAW figures 2-5 through 2-7, as applicable.

2-4. Policy Memorandums.

a. Serial number: The unique number that identifies policy memorandums for ease of reference, control, and distinction of category and type. Serial numbers are issued by the TMD policy officer/SIG. The serial number will appear in parenthesis as the first item in the subject line of any policy. Example: (TMD P17-01).

b. Issue date. Date will be the same date the memorandum is signed and serves as the effective date. Date stamp will be applied by SIG.

c. Office symbol. Office symbol of the proponent that sponsors or administers the SNI.

d. Address line. Will read, SEE DISTRIBUTION (*Distribution* regulation may be found at url: <https://go.usa.gov/x5wXk>)

e. Supersede notice as applicable. Cite any policy memorandum or directive being superseded by this policy memorandum.

f. Authority line. Will state “FOR THE ADJUTANT GENERAL:” or “FOR THE COMMANDER:”, if delegated in writing.

g. The following are appropriate signature blocks for *Policy Memorandums*.

(1) TMD – The Adjutant General (TAG) and Chief of Staff – TMD (CoS – TMD) are the only authorized signatures for TMD policy memorandums unless otherwise delegated in writing. TMD policy memorandums will involve issues that meet one of two criteria; they are relevant to multiple components of TMD or cover a specific area requiring special organizational emphasis.

(a) All SNIs under consideration, regardless of proponent, for TAG's signature, must be fully staffed through the TMD policy officer/SIG for review, authentication and processing.

(b) TMD policy memorandums will be prepared by the originating proponent. A digital copy of memorandum, including all attachments/enclosures, will be forwarded with a Summary Sheet (JFTX 77) to the TMD policy officer/SIG. SIG will request review and staffing approval by CoS – TMD. Policy memorandums signed by CoS – TMD will include an authority line.

(2) Component policy memorandums will be prepared by the originating proponent. A digital copy of memorandum, including all attachments/enclosures, will be forwarded with a Summary Sheet (JFTX 77) to the component policy officer for review by component CoS and approved for staffing.

(a) The only authorized signature block for any component policy memorandum is the respective DAG, commander or CoS. These policies will be specific to the entire component or cover a specific area requiring organizational emphasis.

(b) Component policy memorandums under consideration for signature/approval of DAG, commander or CoS, regardless of proponent, must be fully staffed through the TMD policy officer/SIG by the component policy officer.

Note 1. TXARNG, TXANG, DOMOPS, TXSG and OED policies that may affect a component's capability to respond as a force provider to Joint and/or Defense Support to Civil Authority (DSCA) missions must be staffed through J-Staff principals before approval and publication.

Note 2. SNIs that affect state employees – whether those SNIs are created by OED or by a component where state employees are assigned, are by definition TMD SNIs and must be processed as such.

2-5. TMD/Component Directive. (Contains no procedures.)

- a. TMD/component directives will be formatted IAW figure 2-3.
- b. Letterhead color seal will be specific to component on signature block.
- c. Number. TMD policy officer/SIG will assign the number upon review.
- d. Date will be stamped at right margin upon signature of directive. Date stamp will be applied by SIG.
- e. Office symbol of proponent will be typed flush with right margin one line below solid line.
- f. Subject will be short and concise

g. References will always be listed. If reference list is long, use “See Enclosure” and list references on an enclosure as appropriate.

h. Purpose. Use additional subparagraphs as required.

i. Applicability and scope: Annotate who this directive applies to.

j. Definitions. Include any definitions needing to be addressed in the glossary.

k. Directive. The purpose of issuance; what needs to be communicated.

l. Responsibilities. Define who will be executing the directive or who is responsible for implementation.

m. Information requirements. As needed.

n. Releasability. Unlimited, if not approved for public release change to appropriate statement.

o. Effective date. Effective immediately and will expire in two years if not rescinded or superseded.

p. Point of Contact. Proponent initiating directive. Only utilize office titles; do not use names of personnel.

2-6. TMD/Component Instruction. (Contains procedures for implementing a policy or directive.)

a. TMD/component Instructions will be formatted IAW figure 2-4.

b. Letterhead color seal will be specific to component on signature block.

c. Number. TMD policy officer will assign serial number upon review.

d. Date will be stamped upon signature of instruction. Date stamp will be applied by SIG.

e. Office symbol of proponent will be typed flush with right margin one line below solid line.

f. Subject will be short and concise.

g. References will always be listed. If reference list is long, use “See Enclosure” and list references on an enclosure as appropriate.

h. Purpose. Use additional subparagraphs if required.

- i. Applicability and scope: Annotate who this instruction applies to.
- j. Definitions. Include any definitions which may need to be addressed or clarified.
- k. Policy/Directive. Cite policy/directive this instruction supports, if applicable.
- l. Responsibilities. Define any responsibilities and identify those offices or agencies as required.
- m. Procedures. Use an enclosure to insert lengthy procedures if applicable.
- n. Information requirements. As needed.
- o. Releasability. Unlimited, if not approved for public release change to appropriate statement.
- p. Effective date. Effective immediately and will expire in two years if not rescinded or superseded.
- q. Point of Contact. Proponent initiating instruction. Only utilize office titles, not names of personnel.

2-7. TMD/Component Publication.

- a. TMD/component publications will be formatted IAW figures 2-5 through 2-7.
- b. Subject of publication will be short and concise.
- c. Serial Number. TMD policy officer/SIG will assign serial number upon review.
- d. Date will be stamped by TMD policy officer/SIG upon signature of publication.
- e. Component of publication will be listed, followed by proponent of publication.

3-1 Authentication. All TMD/component issuances will be authenticated by TMD policy officer/SIG “Official” seal. (Example seal below):



4-1. Procedures for Submitting/Publishing SNIs.

- a. Components processing component specific SNIs will use steps outlined in Table 2-1.
- b. Components processing TMD SNI will use steps outlined in Table 2-2.
- c. Process map (figure 2-1) outlines SNI staffing process for TMD.

Table 2-1 Steps for processing Component Serially Numbered Issuances (SNI)		
Step	Who	Action Required
1	Proponent	Determines an SNI needs to be updated or created
2	Proponent	Prepares draft of SNI with attachments/enclosures
3	Proponent	Prepares Summary Sheet (JFTX 77)
4	Proponent	Forwards draft with attachments/enclosures and JFTX 77 to component policy officer
5	Component Policy Officer	Reviews draft, forwards to appropriate component CoS for approval to proceed to staffing
6	Component Policy Officer	Forwards a copy to TMD policy officer/SIG to ensure draft nests with TMD SNIs
7	SIG	Sends concurrence or suggestions back to component policy officer
8	Component Policy Officer	Staffs document throughout appropriate directorates/offices with a three week suspense, unless otherwise coordinated
9	Component Policy Officer	Provides all staffing comments to proponent for final draft
10	Proponent	Creates final draft for signature authority with attachments/enclosures and JFTX 77 back to component policy officer for submission for signature
11	Component Policy Officer	Submits hard copy of SNI with folder and all staffing documents to General Counsel (GC)
12	General Counsel	Returns folder to component policy officer with comments or signature on summary sheet
13	Component Policy Officer	Coordinates with proponent on any questions from GC and repeats step 10, if applicable
14	Component Policy Officer	Submits digital copy of SNI and folder with all staffing documents to SIG for final review
15	SIG	Returns hard copy of SNI with folder to component policy officer with comments or suggestions as needed
16	SIG	If no corrections needed, SIG applies official seal to final draft for signature of SNI, signs summary sheet and returns hard copy and folder to component policy officer
17	Component Policy Officer	Submits hard copy of SNI final draft with seal in folder with all staffing documents to component command group for approval and signature
18	Command Group	Returns original documents and folder to component policy officer
19	Component Policy Officer	Maintains original folder with all documentation, distributes SNI IAW component procedures, must distro a pdf copy to SIG
20	SIG	Publishes SNI to public TMD website

Table 2-2
Steps for processing TMD Serially Numbered Issuances (SNI)

Step	Who	Action Required
1	Proponent	Determines a SNI needs to be updated or created
2	Proponent	Prepares Draft of SNI with attachments/enclosures
3	Proponent	Prepare Summary Sheet (JFTX 77)
4	Proponent	Forward draft with attachments/enclosures and JFTX 77 to TMD policy officer/SIG
5	SIG	Reviews draft forwards to SIG director for approval to proceed to staffing
6	SIG	Staffs document throughout appropriate directorates/offices with a three week suspense, unless otherwise coordinated
7	SIG	Provides all staffing comments, to proponent for final draft
8	Proponent	Create final draft for signature authority with attachments/enclosures and JFTX 77, send back to component policy officer for submission for signature
9	SIG	Submits hard copy of SNI, with folder containing all staffing documents to General Counsel (GC)
10	General Counsel	Returns folder to TMD policy officer/SIG with comments or with signature on summary sheet
11	SIG	Coordinates with proponent on any questions from GC, proponent repeats step 8, if applicable
12	SIG	Applies serial number and seal then submits hard copy in folder with all staffing documents to command group for approval and signature
14	Command Group	Returns original documents and folder to TMD policy officer/SIG
15	SIG	Maintains original folder with all documentation, distributes PDF of signed SNI with link to public website
16	SIG	Publishes SNI to public TMD website

Serially Numbered Issuance (SNI) Staffing Process

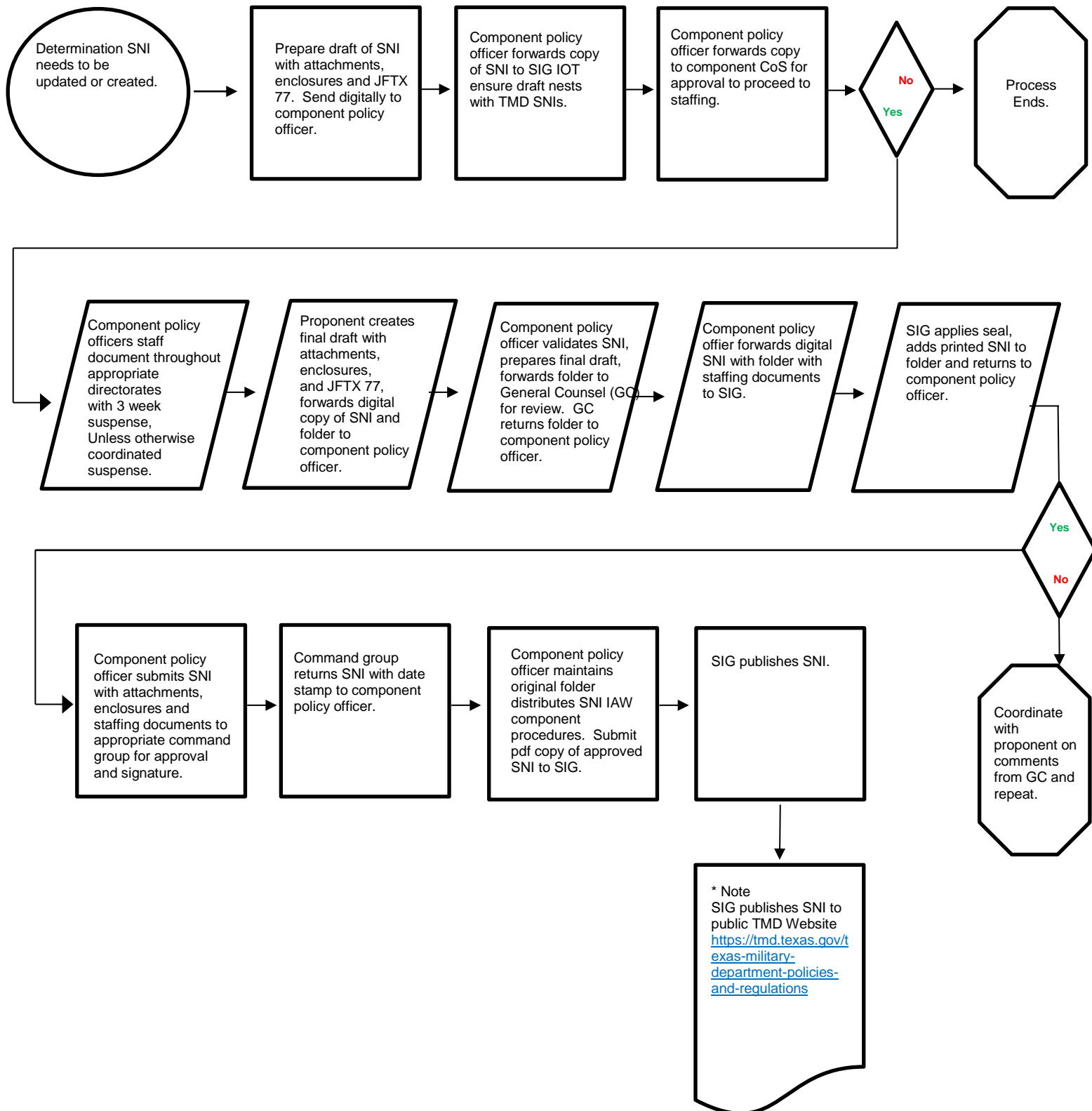


Figure 2-1 Staffing Process Map



TEXAS MILITARY DEPARTMENT
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-5001

- 1
2 OFFICE SYMBOL (Date is stamped)
1
2
3 MEMORANDUM FOR SEE DISTRIBUTION
1
2 SUBJECT: (TMD PXX-XX) Insert Short Title
1
2
3 1. **References.** List references name and date on a separate page as an enclosure if the memorandum exceeds two pages.
1
2 2. **Applicability.** (WHO) Define specifically who (component, dept, etc) the policy applies to.
1
2 3. **Purpose.** (WHY) Provide a short definition of policy's purpose. Indicate if the policy supersedes a previously published policy.
1
2 4. **Policy.** (WHAT) Define main idea of the policy. In the body of memorandum, provide details that will ensure understanding and make clear any required actions.
1
2 5. (WHEN). Effective immediately and state the following: This memorandum will expire 2 years from the effective date of publication unless sooner rescinded or superseded.
1
2 6. Point of contact information must be provided. Do not list specific personnel; use the office title and telephone number.
1
2 **Authority Line, if applicable**
3
4
5

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

- 1
2 DISTRIBUTION:

- A
1 SIGNATURE BLOCK AND SEAL
2 APPLIED BY TMD POLICY OFFICER/SIG

The seal authenticates SNIs; it is added by the TMD Policy Officer/SIG on final draft submitted for approval.

Seal: 1" from top of page, top edge of seal even with top of letterhead. Star in seal even with first letter/character at left margin

Letterhead: 1" from top of page, even with top edge of seal

Spacing: SNIs will not be reprinted for minor errors as determined by SIG, all SNIs are scanned and distributed.

Figure 2-2 Sample Policy Memorandum



Texas Military Department

(Pitch size 16)

DIRECTIVE

(use component letterhead color seal)

(choose appropriate title, pitch size 20)

(Seal is flush with left margin, 1.25" size)

(type on next line, after title, pitch size 12)

NUMBER (assigned by SIG)

Date stamped by SIG

Office Symbol of Proponent

SUBJECT: Identify Subject of Directive

References. (a) The issuance that provides the reason for this issuance being drafted and any other issuances that inform its content.

(b) Do not copy from, quote from, or paraphrase material in a reference.

1. PURPOSE. This directive:

a. Reissues reference to.....

b. Designates, establishes or directs....

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. See Glossary.

4. DIRECTIVE. State the directive.

5. RESPONSIBILITIES.

a.

b.

6. INFORMATION REQUIREMENTS. If applicable.

Figure 2-3 Sample Directive

7. RELEASABILITY UNLIMITED. If issuance releasability is not unlimited, remove the unlimited and state who it may be released to.

8. EFFECTIVE DATE. This directive will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Proponent initiating directive. Do not list specific personnel, use the office title and telephone number.

- 2 Enclosures
- 1. Responsibilities
- 2. Glossary

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

DISTRIBUTION:

A
POLICY OFFICER
CW4, AG, USA
SIG-Policy

Figure 2-3 Sample Directive



Texas Military Department

(Pitch size 16)

INSTRUCTION

(use component letterhead color seal)

(choose appropriate title, pitch size 20)

(Seal is flush with left margin, 1.25" size)

(type on next line, after title, pitch size 12) **NUMBER (assigned by SIG)**

Date stamped by SIG

Office Symbol of Proponent

SUBJECT: Identify Subject of Instruction

- References. (a) The issuance (policy, directive, regulation) that provides the reason for this issuance being drafted and any other issuances that inform its content.
- (b) Do not copy from, quote from, or paraphrase material in a reference.
- (c) If references are too long, use "See Enclosure" and add the list of references as an enclosure.

1. PURPOSE. This instruction:

a. Implements directive.....

b. Reissues DoD Instructions xxxx.xx to update responsibilities

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. See Glossary.

4. DIRECTIVE. State the directive or policy this instruction supports (if applicable).

5. RESPONSIBILITIES.

a.

b.

6. INFORMATION REQUIREMENTS. If applicable.

Figure 2-4 Sample Instruction

7. RELEASABILITY UNLIMITED. If issuance releasability is not unlimited, remove the unlimited and state who it may be released to.

8. EFFECTIVE DATE. This instruction will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Proponent initiating directive. Do not list specific personnel, use the office title and telephone number.

- 2 Enclosures
- 1. Responsibilities
- 2. Glossary

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

DISTRIBUTION:

A
POLICY OFFICER
CW4, AG, USA
SIG-Policy

Figure 2-4 Sample Instruction

Organizations and Functions

**Texas Military
Department
Terms of
Reference
(ToR)**

**Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Austin, Texas 78763-5218
1 October 2016**

UNCLASSIFIED

Figure 2-5 Sample Regulation

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Post Office Box 5218
Austin, Texas 78763-5218
1 October 2016

Texas Military Department
(TMD) Regulation 10-01

TEXAS MILITARY DEPARTMENT TERMS OF REFERENCE

By Order of the Adjutant General:

JOHN F. NICHOLS
Major General,
TXANG Adjutant
General

Official:
KATHERINE M. BROWN
CW4, AG, USA
Policy - SIG



Summary. This regulation updates the terms of reference for all components within the Texas Military Department (TMD).

Applicability. This regulation applies to all components of TMD.

Proponent and exception authority. The proponent of this publication distribution regulation is the Strategic Initiatives Group (SIG).

Management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this publication and establishment of command and local forms is prohibited without prior approval from the Strategic Initiatives Group (SIG), ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Strategic Initiatives Group (Policy), ATTN: NGTX- JSI, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

Figure 2-5 Sample TMD Regulation

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Information Management

Serially Numbered Issuances (SNI)

EXAMPLE

Joint Force Headquarters
Texas Military Department
Austin, Texas 78763-5218
1 June 2017

UNCLASSIFIED

Figure 2-6 Sample TMD Pamphlet

SUMMARY of CHANGE

TMD PAM 6-02
Serially Numbered Issuances

This revision, dated 1 June 2017:

EXAMPLE

Figure 2-6 Sample TMD Pamphlet

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Post Office Box 5218
Austin, Texas 78763-5218
1 June 2017

Texas Military Department
(TMD) Pamphlet 6-02

Information Management

SERIALLY NUMBERED ISSUANCES (SNI)

By Order of the Adjutant General:

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

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KATHERINE M. BROWN
CW4, AG, USA
SIG - Policy



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Distribution. A

Figure 2-6 Sample TMD Pamphlet

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EXAMPLE

Figure 2-6 Sample TMD Pamphlet

Standard Operating Procedure (SOP)

SUBJECT

Number xxxx.xx
(Date stamped by SIG)

Texas Military Department (TMD)
2200 W. 35th St
Austin, TX 78703

OPR: Strategic Initiatives Group (SIG)



Summary. Short summary of SOP, bottom line up front.

Applicability. This SOP applies to all components of TMD.

Management Control Process.

Proponent and Exception Authority.

Supplementation. Supplementation of this SOP or establishment of command and local forms on (subject of SOP) is prohibited without prior approval from the Adjutant General (TAG), through the (office), ATTN: OFFICE SYMBOL, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this SOP directly to Office, ATTN: OFFICE SYMBOL, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

Figure 2-7 Sample SOP

TMD SOP XXXX.XX

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Figure List

Glossary

EXAMPLE

Figure 2-7 Sample SOP

Appendix A

References

Section I

Required Publications

JFTX 6-03

Distribution of Department Publications

AR 25-50

Preparing and Managing Correspondence

AFI 33-326

Preparing Official Communications

Section II

Related Publications

AR 25-1

Army Knowledge Management and Information Technology

AR 25-30

The Army Publishing Program

DA Pam 25-40

Army Publishing: Action Officers Guide

TMD 10-01

Terms of Reference

AFI 33-119

Electronic Mail (E-Mail) Management and Use

AFI 33-360

Publications and Forms Management

Section III

Prescribed Forms

JFTX 77

Staff Summary Sheet

Section IV

Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Glossary

Section I Glossary

AGD

Adjutant General's Department

AFI

Air Force Instruction

AFMAN

Air Force Manual

AR

Army Regulation

CofS

Chief of Staff

DA Pam

Department of the Army Pamphlet

DAG

Deputy Adjutant General

DOMOPS

Domestic Operations

IAW

In accordance with

ISSUANCE

The action of supplying or distributing something, especially for official purposes; formally making something known

JFTX

Joint Force Texas

JFTX Pam

Joint Force Texas Pamphlet

KM

Knowledge Management

NG

National Guard

Glossary (continued)

NGB

National Guard Bureau

OED

Office of the Executive Director

SGS

Secretary, General Staff

SIG

Strategic Initiatives Group

SNI

Serially Numbered Memorandum

TAG

The Adjutant General

TXANG

Texas Air National Guard

TXARNG

Texas Army National Guard

TMD

Texas Military Department

TXMF

Texas Military Forces

TXSG

Texas State Guard

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

Administrative Publication

An official document published in accordance with AR 25-30, DA Pam 25-40, AFI 33-326, or AFI 33-360. Examples are regulations, instructions, memorandums, pamphlets, circulars, etc.

Issuance

The action of supplying or distributing something, especially for official purpose; the action of formally making something known.

Serial Number

This is the unique number that identifies SNIs for ease of reference, control and distinction of type. The log number will appear in parenthesis as the first item in the subject line of any SNI, for example (TMD P17-01).

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